

BUILDING PERMIT APPLICATION

ALAMO TOWNSHIP

Building Department

7901 North 6th Street □ Kalamazoo, MI 49009

(269) 382.3366 (voice) □ (269) 552.4733 (fax) □ www.alamotownship.org

Property Address:		Parcel Number:	
Zoning:		3. BASIC INFORMATION	
1. TYPE OF IMPROVEMENT <input type="checkbox"/> New Building <input type="checkbox"/> Residential <input type="checkbox"/> Commercial/ Non-Residential <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Repair <input type="checkbox"/> Demolition <input type="checkbox"/> Moving (relocation) <input type="checkbox"/> Garage/Accessory Building <input type="checkbox"/> Pool <input type="checkbox"/> Sign <input type="checkbox"/> Other (list) _____ 2. CONSTRUCTION VALUATION <input type="checkbox"/> \$ _____ (value must include labor) Reviews to be performed <input type="checkbox"/> Building <input type="checkbox"/> Plumbing <input type="checkbox"/> Energy <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Heating Fuel _____ <input type="checkbox"/> A/C (type) _____		Owner _____ Rent/Lease _____ Lot size (sq. ft. or acres) _____ Frontage _____ Depth _____ Project Setbacks: Front _____ Rear _____ Side (R) _____ Side (L) _____ Project Dimensions: _____ (List width, length and height) New Construction Only: Basement (sq. ft.) _____ Garage (sq. ft.) _____ 1 st Floor (sq. ft.) _____ 2 nd Floor (sq. ft.) _____ # of baths _____ Outbuildings <input type="checkbox"/> yes <input type="checkbox"/> no # _____ Type of Heating: _____	
		4. PROVIDE SCALED DRAWING (See Page 2)	
		Two (2) sets of plans must be submitted for all building permit applications.	
	Name	Mailing Address	Phone
Owner			Cell:
Contractor	License #:	MESC Employer #:	Cell:
	Expiration Date:	Federal ID #:	
	Worker's Compensation Carrier:		Fax:
Architect			Cell:
The owner of this building and the undersigned agree to conform to all applicable laws of Alamo Township and the State of Michigan.			
Signature of Applicant		Address (if not already listed)	Date
Section 23a of the State Construction Codes Act 230 of 1972 as amended, Section 125.1523a of the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who perform work of residential structures. Violators of Section 23a are subject to civil fines.			
DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY			
Approved by:	Permit Fee	Permit Number	Date

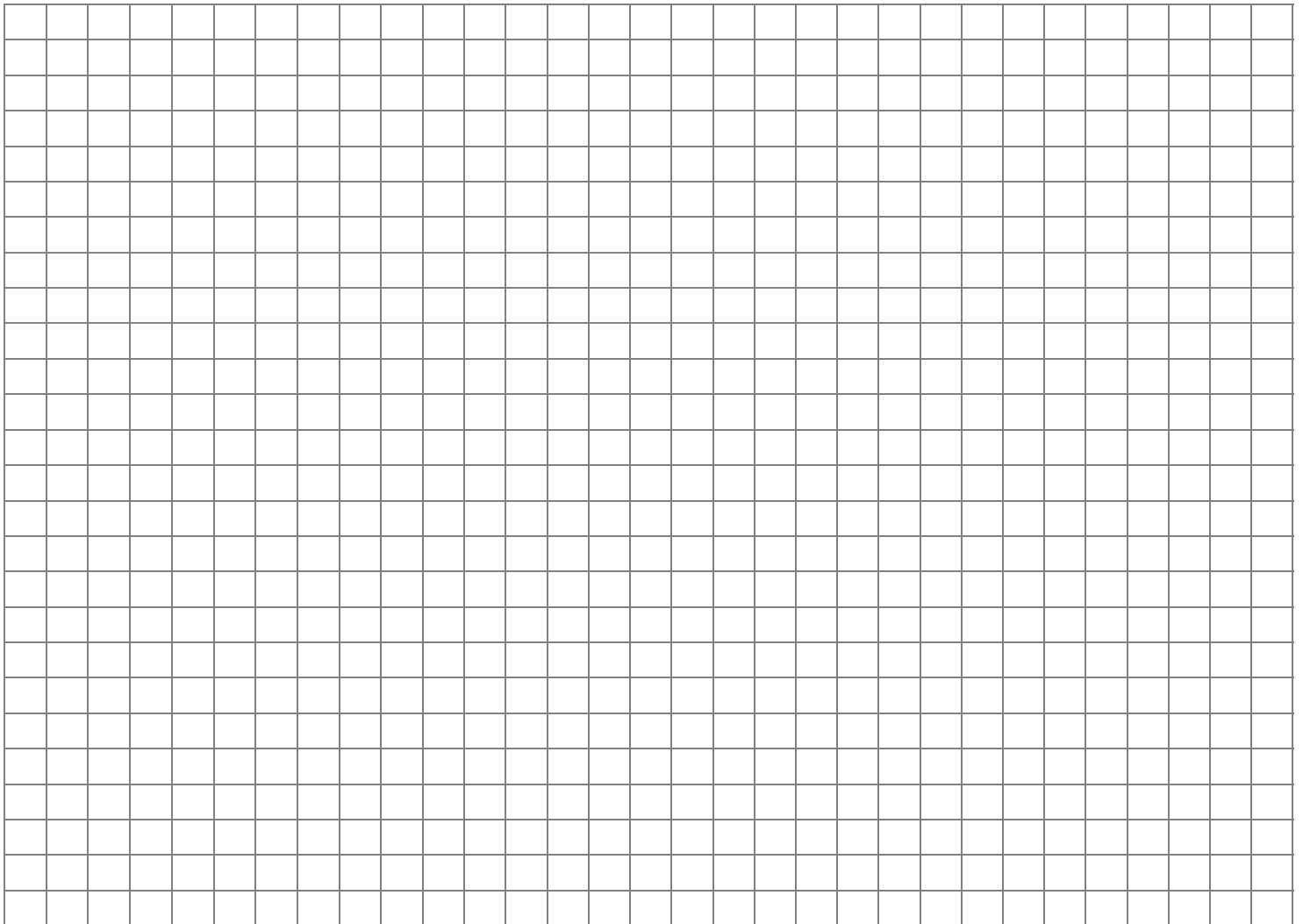
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Using the space provided, or on a separate sheet of paper, draw a diagram showing all of the listed items:

1. Locations of all existing and proposed structures.
2. Distances between all existing structures.
3. Location of all roads bordering the property.
4. Location of any power and gas lines on the property.
5. Location of any lakes, creeks or wetlands within 500 feet of the property.
6. Location of any easements on the property.

North



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THE FOLLOWING ARE THE MINIMUM REQUIREMENTS TO OBTAIN A BUILDING PERMIT.

1. Completed building permit application form.
2. Site Plan/Plot Plan must include the following:
 - a. All property line dimensions.
 - b. All setback distances (front, rear, sidelines and location of existing buildings on the property)
 - c. Address of property and parcel number.
 - d. Owner of property.
 - e. North arrow.
 - f. Name of streets
3. Complete building plans (2 sets) for house, addition or alteration, per State of Michigan rules and regulations, including complete details of footings, foundation, basement, floors, walls, trusses, decks, roof, etc.
4. When work is to be done by a licensed contractor, Public Act 135 information must be completed.
5. Driveway permit, if required, must be obtained from the Kalamazoo County Road Commission.
6. Soil Erosion permit, if required, must be obtained from the Kalamazoo County Soil Erosion and Sedimentation Program
7. Well and septic permits must be submitted with plans, when applicable.
8. Building value of the project.
9. Additional permits are required for electrical, mechanical and plumbing work.
10. Land division approval if property is split.
11. Copy of address assignment application, when appropriate.

NOTE: PERMITS WILL BE ISSUED AFTER ALL PLANS HAVE BEEN REVIEWED, APPROVED AND ALL APPLICABLE FEES PAID. ALL BUILDINGS MUST BE CONSTRUCTED IN ACCORDANCE WITH APPROVED PLANS AND ALL APPLICABLE CODES. A PERMIT REMAINS VALID AS LONG AS WORK IS PROGRESSING AND INSPECTIONS ARE REQUESTED AND CONDUCTED. A PERMIT BECOMES INVALID IF THE AUTHORIZED WORK IS NOT BEGUN WITHIN 6 MONTHS OF THE DATE LISTED ON THE PERMIT OR IF THE AUTHORIZED WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF SIX MONTHS AFTER WORK HAS BEGUN. A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED OR CONDUCTED WITHIN 6 MONTHS OF THE DATE LISTED ON THE PERMIT OR FROM THE DATE OF A PREVIOUS INSPECTION. PERMITS CANCELLED IN THIS MANNER CANNOT BE REINSTATED.

THE FOLLOWING INSPECTIONS ARE REQUIRED, WHERE APPLICABLE:

1. Footing inspections: After excavation is complete and all forms and reinforcing steel is in place and before concrete is placed.
2. Foundation inspection: After foundation walls are poured and damp proofed before walls are backfilled.
3. Radon: Underground/under slab (if applicable)
4. Frame/rough-in inspection: After all framing is complete and all rough electrical, mechanical and plumbing work (concealed) is completed.
5. Final inspection: To be made after the building is complete and ready for occupancy.

ADDITIONAL INSPECTIONS MAY BE REQUIRED – THE INSPECTOR WILL NOTIFY YOU OF THIS.

Initials of person filing for the Building Permit:

Initials

Date